

Tennessee Department of Treasury

The Tennessee Department of Treasury is charged with various responsibilities primarily relating to the financial operations of the State of Tennessee. Treasury is directly responsible for receiving, recording and disbursing public funds to the tune of approximately 1 million transactions annually and managing all state investments including the pension fund portfolio currently valued at approximately 45 billion dollars. The 270 Treasury employees oversee the states lottery revenues, manage the 529 college savings plan, oversee 660 million in unclaimed property, administer the pension plan to the over 212,000 active members and 135,000 retirees and more.

JOIN OUR TREASURY TEAM TODAY!

We are looking for a highly motivated, professional HR Analyst. As an HR Analyst you will be responsible for the following:

1. Administer various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
2. Participate in developing department goals, objectives and systems.
3. Administer the compensation program; monitors the performance evaluation program and revises as necessary.
4. Perform benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
5. Develops and maintains Title VI program
6. Handles employee relations counseling and exit interviewing.
7. Participates in administrative staff meetings and attends other meetings and seminars.
8. Maintains company organization charts and the employee directory.
9. Assists in evaluation of reports, decisions and results of department in relation to established goals.
10. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
11. Maintains human resource information system records and compiles reports from the database. Maintains compliance with federal and state regulations concerning employment.

Minimum Qualifications are:

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional human resources work.

RECOMMENDED KNOWLEDGE

Advanced knowledge of personnel and human resources policies, procedures and best practices as applied to the public sector.

Advanced knowledge of law and government as it pertains to human resources work in the public sector.

Advanced knowledge of clerical processes and procedures, customer service best practices and office productivity software.

Intermediate knowledge of education and training as it pertains to workforce training and development

To apply, submit your resume by April 19, 2015 to:

Treasury.Resumes@tn.gov

The State of Tennessee is an Equal Opportunity Employer.